



2015 Norfolk Environmental Action Awards City Employee Award Nomination Form

Submit one form per Nominee. Please type or print legibly.

This award is given to a City of Norfolk employee who exhibits efforts towards environmental stewardship and/or resilience above and beyond duties designated by job description. This individual is an environmental leader in the workplace and shares a positive view of environmental stewardship with others. Nominee must demonstrate Selection Criteria. Please circle all activities listed below that apply. *Self-nominations are encouraged!*

Nominee Information:

Name: _____

Address: _____
Street City Zip Code

Daytime Phone Number: _____ E-mail: _____

Nominee Activities: *(Please check all that apply)*

- ☐ Energy Efficiency
- ☐ Litter/Waste Reduction
- ☐ Recycling
- ☐ Education and/or Community Outreach
- ☐ Other: *(If other, please provide specifics.)*

Other:

Person who would represent the nominee at the Awards Ceremony:

Name: _____

Title: _____

Person submitting nomination *(if different from Nominee)*:

Name and Title: _____

Mailing Address: _____
Street City Zip Code

Daytime Phone Number: _____ E-mail: _____

Signature: _____

2015 Norfolk Environmental Action Awards City Employee Award Nomination Form *(continued)*

City Employee Award Nomination Questionnaire: *(The more information given that quantifies a nominee's accomplishments, the easier it will be to compare with other nominations.)*

- 1. Describe the project and/or activities conducted by the nominee that improved the workplace environment. What were the objectives of the project?**
- 2. Describe how the individual demonstrated leadership and/or initiative.**
- 3. Who and how many people participated in the project/activities? What key leaders and/or officials participated, if any?**
- 4. What are the results of this program/activity and the measurable positive impacts on the workplace environment? What environmental needs were met? Were the objectives of the program/activity met? (*Be as factual as possible; quantifiable results are preferred i.e. energy saved, pounds recycled.*)**
- 5. Explain how these activities are outside the duties described in the nominee's job description.**
- 6. Additional Comments:**